Please note: This regular meeting will begin at 5:00 p.m. on Tuesday, October 9, 2012.

Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 9, 2012

5:00 p.m. Closed Session, Room 1538 – Board Room
6:30 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room

Building 1500 – McPherson Administration Building
2277 Napa-Vallejo Highway
Napa, California 94558

Regular meetings of the Napa Valley Community College District Board of Trustees are held the second Thursday of each month. Special meetings may be called by the Board Chair, by the Board at a regular meeting, or by the Board Chair at the request of a majority of the board members. The agenda is distributed to trustees, the news media, legal counsel, college administration, and heads of college constituent groups; it is also posted on campus and at the Upper Valley Campus. All regular and special meetings are open to the public, whose interest is encouraged and appreciated. The district adheres to the Americans with Disabilities Act. In compliance with Government code section 54954.2 (a) Napa Valley College will, on request, make this agenda available in appropriate alternative format. Any member of the public in need of a disability-related modification or accommodation in order to participate in the meeting should contact the President’s Office, 2277 Napa Vallejo Highway, Napa, California, (707) 256-7161.

In addition to time provided for general public comment, any member of the audience wishing to address the board regarding an agenda item should go to the podium when the item is under consideration and, after being recognized by the Board Chair, give his/her name and address and state any comments or questions. To give all interested parties an opportunity to speak, comments should be brief and be limited to the specific subject under discussion. Time shall be limited at the discretion of the Board Chair. Items marked with an asterisk (*) require a roll call vote. Any member of the board may request a roll call vote on any item.

1.0 CALL TO ORDER 5:00 p.m.
   1.1 Roll Call
   1.2 Adopt Agenda

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
   At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding closed session agenda items.

3.0 CLOSED SESSION
   Following any public comments regarding closed session items, the board will go immediately into closed session to consider and/or take action upon any of the following items:

   With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS

**Organization representing faculty:** NVCFA/CTA/NEA

**Organization representing classified:** NVC-ACP/SEIU

**Organization representing administrative/confidential:** NVC Administrative Senate

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION

**Title:** Interim Superintendent/President

4.0 **RETURN TO PUBLIC SESSION** approximately 6:30 p.m.

4.1 Pledge of Allegiance

4.2 Announcement of Items from Closed Session

4.3 Announcement of Adopted Agenda Modifications

4.4 Introduction of New Staff and Guests

4.5 Announcement of Future Meetings
   - November 15, 2012, Regular Meeting (revised date)
   - December 5, 2012, Regular Meeting (Wednesday meeting)

5.0 **PUBLIC COMMENT — GENERAL**

At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding any subject NOT APPEARING AS AN AGENDA ITEM FOR THIS MEETING but over which the board has jurisdiction. The public may ask the board to place an item on a future board agenda. No action or discussion will occur at this time on such items. Individuals will be limited to a five-minute presentation. At this time, the Board Chair will poll those in attendance regarding their intent to speak on any item on the agenda.

6.0 **SUPERINTENDENT/PRESIDENT’S REPORT**

7.0 **SUPERINTENDENT/PRESIDENT SELECTION COMMITTEE REPORT**

7.1 Review Superintendent/President Job Description

8.0 **CONSTITUENT GROUP REPORTS**

8.1 Classified Association Report

8.2 Classified Senate Report

8.3 Administrative Senate Report

8.4 Napa Valley College Associated Students Report

8.5 Academic Senate Report

8.6 Faculty Association Report

9.0 **APPROVAL OF MINUTES**

9.1 September 6, 2012, Regular Meeting

9.2 September 13, 2012, Special Meeting
10.0 CONSENT AGENDA
The following items listed on the consent calendar are considered to be routine matters requiring approval or ratification by the board. They are accepted or approved by a single motion without discussion. Any item(s) may be removed from the consent calendar for discussion or other reasons at the request of a board member.

10.1 Ratification of Financial Documents

10.1.1 Approval of Warrants for September 30, 2012
- General Fund (Fund: 11, 12) $1,136,582.05
- Child Care Fund (Fund: 33, 35) $5,773.43
- Capital Outlay Projects Fund (Fund: 41) $0
- NVC Bldg. Fund/Series C (BOND) (Fund: 44) $56,137.28

10.1.2 Approval of Total Gross Payroll
September 30, 2012 $2,063,424.82

10.2 Approval of Personnel Document of September 28, 2012

10.3 Proposed Change Orders – NVC Fire Alarm Monitoring Upgrade:
Ratify acceptance of Napa Electric’s proposed change orders #1 and 2 in the attached Proposed Change Order Log dated 9/27/2012. The INCREASE for the proposed change orders for this cycle is $9,770.00.
Construction Percent Complete: 75.1%
Contingency on Original Contract: 10%
Contingency used: 0%

10.4 Approval of Amendment 01 CSPP-2310 with the California State Department of Education for California State Preschool Program
It is recommended that the Board of Trustees approve amendment 01 to agreement CSPP-2310 with the California Department of Education for California State Preschool Program that was board approved July 24, 2012. The District will be reimbursed at a rate not to exceed $34.16 per child per day of full-time enrollment for child development programs up to the maximum amended contract amount of $265,638, an increase of $21,379. The term of the agreement is unchanged.

10.5 Approval of Agreement with Laffort USA
It is recommended that the Board of Trustees approve an agreement with Laffort USA for the purpose of engaging the Viticulture and Winery Technology (V.W.T.) Program to perform a specific applied research project during the normal course of program instruction. Laffort USA will provide payment to the College in the amount of $4,200.00. The term of the agreement is from September 6, 2012 through February 28, 2013, or until the final installment payment is made.

10.6 Ratify Agreement with Gilmore Global Logistics Services, Inc.
It is recommended that the Board of Trustees ratify an agreement with Gilmore Global Logistics Services, Inc. to support the Autodesk’s Authorized Training Centers for the DDGT classes. The estimated annual cost for this program is $6,950. The term of this agreement was from February 1, 2011 through January 31, 2012. The agreement will automatically renew for a successive 12 month period unless terminated by either party.
10.7 Approval of Agreement with Professional Personnel Leasing, Inc. (PPL, Inc.)
It is recommended that the Board of Trustees approve an agreement with Professional Personnel Leasing, Inc. for executive search and placement services for an Interim Superintendent/President. The total cost of the agreement with PPL, Inc. is $20,166.63.

10.8 Approval of Agreement with Professional Personnel Leasing, Inc. (PPL, Inc.)
It is recommended that the Board of Trustees approve an agreement with Professional Personnel Leasing, Inc. for the purpose of providing professional and technical services to assist the District in a search for a Superintendent/President of the District. The District will pay PPL, Inc. a $24,000 search fee and will reimburse PPL, Inc. up to $3,000 for necessary reasonable expenses associated with the search.

10.9 Approval of Amendment #1 to the Agreement with XAP
It is recommended that the Board of Trustees approve amendment #1 to the agreement XAP that was board approved on July 17, 2008 to continue to provide an online electronic admission application system. The agreement includes the standard application and a Spanish application. The term of this amendment will be from July 1, 2012 through June 30, 2013. The total cost is $15,695.

10.10 Approval of Cooperative Agreement #12-CCC Puente-30
It is recommended that the Board of Trustees approve cooperative agreement #12-CCC Puente 30 between the Regents of the University of California/Puente Project and Napa Valley College to continue to provide a program for educationally disadvantaged students at Napa Valley College. The term of this agreement is from July 1, 2012 through June 30, 2013. The minimum cost to the College would be $5,000 to cover the implementation of the program. The maximum amount of funding available from the University of California/Puente Project is $1,500.

10.11 Approval of Agreement with Sonoma County Regional Parks
It is recommended that the Board of Trustees approve an agreement with Sonoma County Regional Parks for a special use permit to access Spud Point Marina for a biology class field trip. The term of this agreement is from October 8, 2012 through October 8, 2012. There is no cost to the District.

10.12 Approval of Agreement with Research and Planning Group for California Community Colleges
It is recommended that the Board of Trustees approve an agreement with Research and Planning Group for California Community Colleges through CTE Employment Outcomes Survey to gather information on employment outcomes for students participating in the CTE programs. The term of this agreement is from September 10, 2012 through August 1, 2013. The total cost is $4,500.

10.13 Approval of Agreement with American Medical Response, Napa
It is recommended that the Board of Trustees approve an agreement with American Medical Response, Napa for the purpose of providing Simulated Clinical Experience (“SCE”) Training at the Wine Country Simulation Center, Napa Valley College, Yountville, CA. American Medical Response will pay Napa Valley College $1,875 for each one day training session scheduled.
11.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

11.1 Presentation on Educational Master Plan
A revised Development Plan for the Education Master Plan (EMP) will be presented. The EMP Coordinating Committee is scheduled to hold their first meeting on October 8, 2012. The committee’s purpose is to develop a fully integrated long range educational master plan for the college. The EMP plan will guide strategic institutional planning and the disposition of physical resources over approximately the next ten years. (Kraft)

11.2 Presentation on Strategic Enrollment Management (SEM)
The Strategic Enrollment Management leadership team will present information on the progress of the Strategic Enrollment Management initiative. The report will include an update on business process mapping, participation by faculty and staff, and next steps. (Nelson/Malmsgren/De Haro/Sanchez/Smyle)

11.3 Presentation on Facilities Usage
At the request of the Board of Trustees, staff will provide information on college facilities usage. (Kraft)

11.4 Presentation on Options to Reduce Personnel Expenses
Staff will present information on both process and anticipated timelines related to strategies that may lead to reduced personnel expenses including reorganization, the early retirement incentive program, and program discontinuance. (Ecklin)

11.5 Quarterly Report on Status of Board Policy Review
A comprehensive review of all Napa Valley College board policies was initiated in Fall of 2010. An initial review and comparison of college policies to policy templates provided by the Community College League has been completed by members of cabinet. Two sets of new and revised policies have been circulated via the Council of Presidents to constituency groups for comment. Additional sets will begin circulation in the fall of 2012. Of approximately 235 total policies, 23 are complete or require no revisions and 24 revised policies have been approved. (Kraft)

12.0 ACTION ITEMS

12.1 Approve Mid-Term Report
Sue Nelson, Vice President of Instruction, will present the accreditation required Mid-Term report that includes responses to recommendations from a 2009 team visit and the college’s self-study. The Mid-Term report is due to the Accrediting Committee for Community and Junior Colleges (ACCJC) no later than October 15, 2012.

Recommendation: It is recommended that the Board of Trustees approve the Mid-Term report for submission to the ACCJC.

12.2 Approve College Status Report on Student Learning Outcomes Implementation
Sue Nelson, Vice President of Instruction, will present the status report on assessment and student learning outcomes. The student learning outcomes progress report is due to the Accrediting Committee for Community and Junior Colleges (ACCJC) no later than October 15, 2012.
**Recommendation:** It is recommended that the Board of Trustees approve the College Status Report on Student Learning Outcomes Implementation for submission to the ACCJC.

### 12.3 Approval of Salary Advancement Projects 2012-2013

The District provides opportunities for salary advancements as an expression of its commitment to reward improved competence and/or performance of its certificated staff. Criteria are stated in order to define conditions that must be met for approval of a salary advancement request proposal. (Nelson)

**Recommendation:** It is recommended that the Board of Trustees approve Salary Advancement Projects for 2012-2013 as presented.

### 12.4 Adopt Resolution: Signing Authority for Ronald Kraft

It is recommended that the Board of Trustees adopt a resolution to authorize the Interim President Ronald D. Kraft, Ph.D. to sign documents on behalf of the District from August 1, 2012 through June 30, 2013.

**Recommendation:** It is recommended that the Board of Trustees adopt a resolution granting authorization to sign on behalf of the governing board as presented.

### 12.5 Review and Approve Future Agenda Items

#### 12.5.1 Listing of Future Agenda Items Previously Approved

12.5.1.1 Datatel Upgrade Implementation Update

12.5.2 Discussion and Approval of Newly Proposed Agenda Items

### 13.0 BOARD OF TRUSTEES REPORTS

### 14.0 CONTINUANCE OF CLOSED SESSION (as needed)

### 15.0 ADJOURN